



United States Department of the Interior  
NATIONAL PARK SERVICE

GRAND TETON NATIONAL PARK  
P.O. DRAWER 170 MOOSE, WYOMING 83012



IN REPLY REFER TO:

5.B (GRTE)

VIA ELECTRONIC MAIL: NO HARD COPY TO FOLLOW

Dear New Applicants and Current Commercial Use Authorization Operators:

This letter provides important information for new Commercial Use Authorization (CUA) applicants, annual reporting requirements for current CUA operators in their interim year of a two-year permit, and Annual Financial Reporting requirements for all operators.

**New Applicants and CUA Operators with permit expiration: December 31, 2016:**

GRTE Business Resources is now accepting applications from **October 1, 2016 to March 1, 2017**. Applications must be completed by new operators and by current operators whose two-year authorization is expiring.

- Application period: Application packets received or postmarked after March 1, 2017, **will not be accepted**.
- Please review the CUA Handbook for application instructions and a checklist of all required application materials.
- To download CUA materials please visit: <http://www.nps.gov/grte/parkmgmt/cua.htm>
- All new CUAs will be issued for a one-year period, January 1, 2017 – December 31, 2017. The minimum annual CUA fee of \$300 is due at the time of application.

**Annual Reporting Requirements for CUA Operators with permit expiration: December 31, 2017:**

Current operators in the interim year of a two-year authorization must submit annual required reporting documentation and the \$300 annual fee in order to maintain a valid authorization for 2017. These items must be submitted **no later than March 1, 2017**.

- Interim year CUA operators with a permit showing authorization dates of: “Begins: January 1, 2016, Expires: December 31, 2017,” need to submit the annual reporting requirements listed in the CUA Handbook. Documentation or payment received or postmarked after March 1, 2017, **will not be accepted**.
- Submit the \$300 minimum annual CUA fee by March 1, 2017, or before operations begin, whichever is earliest.
- To download CUA materials please visit: <http://www.nps.gov/grte/parkmgmt/cua.htm>
- Provide Acknowledgement of Risk form if any changes occurred or advise no change.

**Annual Financial Reporting, all CUA Operators:**

All CUA operators must submit the Annual Financial Report and annual fee payment based on a percentage of gross receipts from 2016 submitted by **January 31, 2017** regardless of whether or not you will operate in GRTE during 2017.

- The form for annual financial reporting, with automatic fee calculator tool, is posted at <http://www.nps.gov/grte/parkmgmt/cua.htm> and titled Annual Financial Report Form. Please carefully follow the submission and authorized exclusion instructions provided on the form. Reference the CUA Handbook for further details.

**CUA Annual Fee:**

The \$300 annual fee for new applicants and interim year operators is accepted by check **or** Pre-Authorized Debit (PAD) system if you are already enrolled and would like to continue use of that payment method.

**CUA Holders Meeting:**

The annual "All CUA Holders Meeting" will be held on Wednesday, May 3, 2017, from 8:30am-11:30 am at the Craig Thomas Discovery and Visitor Center (Director's Room) Moose, Wyoming. Company owners are strongly encouraged to attend to receive important program updates, 2017 park construction information, gather feedback from operators and build relationships.

**Visitor Use Statistics (VUS):**

Reporting the prior month's visitor use statistics by the 4th of each month is a condition of a CUA permit with Grand Teton National Park. The only acceptable method for submitting your VUS is through the park's online form: <http://goo.gl/forms/6IQeptI4Sd>

For new applicants, welcome and thank you for joining in our efforts to provide meaningful visitor experiences in Grand Teton National Park. For those of you returning, welcome back and thank you for your continued contributions to that effort. If you have any questions or wish for more information, we are happy to help. Please send an email to [GRTE\\_Business\\_Resources@nps.gov](mailto:GRTE_Business_Resources@nps.gov) or contact CUA Program Lead, Tracey Heilbrun at (307) 739-3417.

Sincerely,



Donna Sisson  
Branch Chief of Business Resources  
Grand Teton National Park  
John D. Rockefeller, Jr. Memorial Parkway

CUA application materials and annual forms are provided at:

<http://www.nps.gov/grte/parkmgmt/cua.htm>

CUA Application

CUA Handbook

Annual Financial Report Form

Guide and Vehicle List Template

NPS Approved Visitor Acknowledgement of Risk Form

Annual Fee Form (use only if you are already enrolled in Pre-Authorized Debit (PAD))